



King County

Request for a copy of a Video or Audio tape

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

516 Third Avenue Room E609

(206) 296-9300 (206) 296-0100 TTY/TDD

DATE: _____

Clerk's initials _____

Customer Name:			
Customer Phone Number:			
Amount Paid:		Receipt Number:	
Case Caption:		Cause Number:	
Date of Hearing	Tape Number	Start Time	End Time

To request additional copies of hearings use back of form.

DATE PICKED UP: _____ SIGNATURE: _____

- Complete the information required in its entirety and return this form to the DJA Copy Center at the appropriate location (downtown Seattle, Kent Regional Justice Center and Juvenile Court) where the hearing took place.
- The required information is available on the court minutes of the hearing you wish to have copied. You will need to review the court file. If you do not provide this information a \$30.00 research fee may be required.
- Only copies of entire courtroom videotapes are provided.
- Orders will be processed (on a first-come, first-served basis) as soon as possible, and you will be contacted when it is ready to be picked up, usually within 3-5 business days. Video copying is done in "real time."

FEES: \$10.00 per audiotaped and/or \$25.00 per video taped
\$ 3.00 postage to return video by mail (upon request only)

Mail in requests must be mailed to King County Superior Court Clerk's Office. (Send your requests to the location of the hearing; addresses are located on this form).

FEES: \$10.00 per audiotaped and/or \$25.00 per video taped
\$ 3.00 postage to mail your video **OR**
Self addressed stamped envelope appropriate for mailing video tapes.

Video and/or Audio taped request continued:

Date of Hearing	Tape Number	Start Time	End Time
Address for mailing: _____			

Seattle:
516 Third Avenue Room E609
Seattle, WA 98104-2386

Regional Justice Center:
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Juvenile:
1211 East Alder Room 307
Seattle, WA 98122-5598